


8 February 1966


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Mr. Bannerman via Mr. Warfield 

Attached are the minutes of the Ninth meeting of the Support Action Panel for your approval.

All members of the Support Career Board have concurred except Mr. Fuchs who does not concur with the proposal that  as Chief of Support for the Office of Finance. He is prepared to recommend an SF careerist for this position.

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Alternative proposals for Deputy Chief of Support/CI Staff (paragraph 3.d.) and for Chief of Support  (paragraph 3.g.) have been made by the Panel and are contained in the minutes of its Tenth meeting which are under consideration by the Board.

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As for competitive evaluation of Records Admin Officers, the Panel feels that it is not the proper group to make such evaluations. Your approval of the attached would continue our present practice in this area pending the outcome of the IG Study of the Records Administration function, which I understand contains recommendations concerning the handling of Records Administration types.

Recommend your signature.

*Hand in command channels
to me for approval. 8 Feb 1966*

HLB

*I would recommend the nominees
in 3 b and c be initiated.*

7 February 1966

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Attached are the minutes of the Ninth meeting of the Support Action Panel.

We should qualify Mr. Bannerman's approval of these since we have:

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- a. A non-currence from Mr. Fuchs on the assignment of [REDACTED] to replace [REDACTED] (3.b.).
- b. Alternate recommendations (in the minutes of the Tenth meeting) to [REDACTED] (3.g.).
- c. A query by the Panel as to how Records Administration types should be handled.

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Propose that DD/S approval be qualified as follows:

"The above recommendations of the Support Action Panel are approved except for:

Recommendation 3.c. which will be the subject of further discussion with the Director of Finance.

Recommendation 3.d. and 3.g. which have been reconsidered by the Panel.

In regard to evaluation of Records Administration Officers for promotion (paragraph 2.), the Chief, Records Administration Staff shall make recommendations directly to my office for these personnel."

SECRET HLB

SECRET

S-E-C-R-E-T
EYES ONLY

Minutes of the Ninth Meeting

of the

Support Action Panel

11 January 1966

1500 Hours, 7D34 Headquarters Building

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1. Those present were:



man

utive Secretary

2. The Panel first considered a group of recommendations for promotion for members of the Support Career Service. Since this was the first time that the Panel had been confronted with the subject of promotions at the higher grade levels (GS-11 - GS-14), general discussion ensued. As a result of this discussion the Panel recommended that the competitive evaluations required of it by DD/S Administrative Instruction 65-11 be accomplished at appropriate times during the year in accordance with the schedule for submission of Fitness Reports:

GS-11 and Below	- January
GS-12 and GS-13	- April
GS-14	- August

The Panel further recommended that six months after the preparation of each competitive evaluation they be reviewed and updated, if appropriate.

S-E-C-R-E-T
EYES ONLY
Group 1

Excluded from automatic
downgrading and declassification

Min

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**S-E-C-R-E-T
EYES ONLY**


**AGENDA
FOR THE
NINTH MEETING
of the
SUPPORT ACTION PANEL**

**11 January 1966
1500 Hours, 7D34 Headquarters Building**

1. Presentation of the minutes of the Seventh meeting of the Support Action Panel (if available).



2. Presentation of recommendations for promotion. Recommendations and biographic data are attached.

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|----|--|----------|-------|
| a. |  | to GS-15 | Tab A |
| b. | | to GS-13 | Tab B |
| c. | | to GS-13 | Tab C |
| d. | | to GS-13 | Tab D |
| e. | | to GS-13 | Tab E |

3. Presentation of requirements:

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- a. Deputy Chief of Support, Communications, GS-14
- b. Deputy Chief of Support, Africa Division, GS-14
- c. Deputy Chief of Support, NE Division, GS-14
- d. Deputy Chief of Support, DO Division, GS-14
- e. Chief of Support, Finance, GS-14
- f. Admin Officer, OCR, GS-12
- g. Admin Assistant, OCR, GS-09
- h. Chief of Support,  GS-12
- i. Deputy Chief of Support,  GS-14
- j. Cover Officer, Communications, GS-11
- k. Deputy Chief of Support, CI, GS-12

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Atts: Tabs A through E

**S-E-C-R-E-T
EYES ONLY**

**Executive Secretary
Support Action Panel**

10 JAN 1966